

# **State of Alaska FY2020 Governor's Operating Budget**

## **Department of Corrections Research and Records Component Budget Summary**

**Component: Research and Records**

**Contribution to Department's Mission**

Provide offender data and maintain records.

**Core Services**

- Perform Statistical Data Analysis
- Provide Central Record Management and Archival Services

**Major Component Accomplishments in 2018**

Worked in partnership with Alaska Criminal Justice Commission (ACJC) to provide all Senate Bill 91 reporting that Department of Corrections oversees.

Received, determined and responded to 145 Permanent Fund Dividend denial appeals.

Converted an additional 20,000 pounds of closed offender files to electronic format and shipped converted 400 Parole Board file boxes into an electronic format.

Responded to 110 court orders and subpoenas and to 215 ad hoc and recurring requests for statistical information.

**Key Component Challenges**

Timely imaging of inactive offender criminal and medical records.

Recruit, hire and retain qualified staff to meet the challenge of public protection within fiscally responsible parameters.

**Significant Changes in Results to be Delivered in FY2020**

No changes in results delivered.

**Statutory and Regulatory Authority**

- 1) Probation, Prisons, Pardons, and Prisoners (AS 33)
- 2) Welfare, Social Services and Institutions (AS 47)
- 3) Corrections (22 AAC)
- 4) Health and Safety (AS 18)
- 5) Criminal Law (AS 11)
- 6) Public Finance (AS 37)
- 7) State Government (AS 44)

**Contact Information**

**Contact:** Kelly Goode, Deputy Commissioner  
**Phone:** (907) 269-7397  
**E-mail:** kelly.goode@alaska.gov

Research and Records Personal Services Information					
Authorized Positions			Personal Services Costs		
	FY2019 Management Plan	FY2020 Governor			
Full-time	6	6	Annual Salaries		431,523
Part-time	0	0	COLA		9,407
Nonpermanent	0	0	Premium Pay		0
			Annual Benefits		270,811
			<i>Less 1.45% Vacancy Factor</i>		(10,341)
			Lump Sum Premium Pay		0
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>Total Personal Services</b>		<b>701,400</b>

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Criminal Justice Planner	2	0	0	0	2
Criminal Justice Technician II	0	0	1	0	1
Microfilm/Imaging Oper I	0	0	1	0	1
Research Analyst II	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>

**Component Detail All Funds**  
**Department of Corrections**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Non-Formula Component

	FY2018 Actuals	FY2019 Conference Committee	FY2019 Authorized	FY2019 Management Plan	FY2020 Governor	FY2019 Management Plan vs FY2020 Governor	
71000 Personal Services	405.5	414.2	414.2	653.7	701.4	47.7	7.3%
72000 Travel	1.0	0.0	0.0	0.0	0.0	0.0	0.0%
73000 Services	299.3	16.8	16.8	16.8	16.8	0.0	0.0%
74000 Commodities	30.6	5.0	5.0	5.0	5.0	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
<b>Totals</b>	<b>736.4</b>	<b>436.0</b>	<b>436.0</b>	<b>675.5</b>	<b>723.2</b>	<b>47.7</b>	<b>7.1%</b>
<b>Fund Sources:</b>							
1004 Gen Fund (UGF)	736.4	436.0	436.0	675.5	723.2	47.7	7.1%
<b>Unrestricted General (UGF)</b>	<b>736.4</b>	<b>436.0</b>	<b>436.0</b>	<b>675.5</b>	<b>723.2</b>	<b>47.7</b>	<b>7.1%</b>
<b>Designated General (DGF)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Other Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Federal Funds</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>
<b>Positions:</b>							
Permanent Full Time	6	4	4	6	6	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Corrections**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
<b>***** Changes From FY2019 Conference Committee To FY2019 Authorized *****</b>												
<b>FY2019 Conference Committee</b>												
1004 Gen Fund	ConfCom	436.0	414.2	0.0	16.8	5.0	0.0	0.0	0.0	4	0	0
<b>Subtotal</b>		<b>436.0</b>	<b>414.2</b>	<b>0.0</b>	<b>16.8</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>***** Changes From FY2019 Authorized To FY2019 Management Plan *****</b>												
<b>Align Authority from Information Technology MIS for Restored Positions</b>												
1004 Gen Fund	Trin	239.5	239.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer funding from Information Technology MIS component to Research and Records to meet the costs of two restored positions (20-6130) and (20-6162). These positions are necessary to allow the department to implement, monitor and audit the federal and state criminal justice information security requirements for the electronic and hard files collected and maintained by the Department of Corrections.												
<b>Restore Two Criminal Justice Positions</b>												
	PosAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2	0	0
Restore previously deleted positions Criminal Justice Planner (20-6130) and (20-6162) within Research and Records and delete two vacant positions Micro/Network Tech I (20-1088) and Micro/Network Spec I (20-6920) within Information Technology MIS.												
<b>Subtotal</b>		<b>675.5</b>	<b>653.7</b>	<b>0.0</b>	<b>16.8</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>***** Changes From FY2019 Management Plan To FY2020 Governor *****</b>												
<b>Align Authority from Information Technology to Research and Records</b>												
1004 Gen Fund	Trin	32.9	32.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
Transfer funding from Information Technology MIS to Research and Records to meet FY2020 personal service needs. Personal service authorization is needed to meet increased costs associated with reallocated positions, annual merit increases, employee transfers, and to maintain an appropriate vacancy factor. Authorization is being made available through reduced contractual obligations associated with the department's line of business needs.												
<b>Reverse Supervisory Unit Furlough Contract Terms</b>												
1004 Gen Fund	SalAdj	0.4	0.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
The Alaska Public Employees Association (representing the supervisory unit) contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.												

**FY2020 Salary Adjustments - GGU, CEA, TEAME**

**Change Record Detail - Multiple Scenarios with Descriptions**  
**Department of Corrections**

**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		
										PFT	PPT	NP
1004 Gen Fund	SalAdj	14.1	14.1	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2020 Salary Adjustments - GGU, CEA, TEAME: \$14.1												
FY2020 GGU HI from \$1432 to \$1530: \$4.6												
FY2020 GGU 3% COLA: \$9.5												
<b>Reverse Alaska State Employees Association (GGU) 15 Hour Furlough</b>												
1004 Gen Fund	SalAdj	0.3	0.3	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
The Alaska State Employees Association (representing the general government unit) contractually required 15 hours of furlough for each permanent full-time employee in each year from July 1, 2016, to June 30, 2019. The furlough requirement was removed from the contract in FY2020.												
<b>Totals</b>		<b>723.2</b>	<b>701.4</b>	<b>0.0</b>	<b>16.8</b>	<b>5.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>6</b>	<b>0</b>	<b>0</b>

**Personal Services Expenditure Detail**  
**Department of Corrections**

**Scenario:** FY2020 Governor (15610)  
**Component:** Research and Records (2758)  
**RDU:** Administration and Support (271)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
20-1031	Microfilm/Imaging Oper I	FT	A	GP	Juneau	205	10D / E	12.0		39,111	1,606	0	32,918	73,635	73,635
20-1057	Criminal Justice Technician II	FT	A	GP	Juneau	205	14L	12.0		62,148	2,552	0	41,417	106,117	106,117
20-1080	Research Analyst II	FT	A	GP	Juneau	205	16C / D	12.0		57,619	2,366	0	39,746	99,731	99,731
20-2054	Research Analyst IV	FT	A	SS	Juneau	99	21L	12.0		107,165	0	0	58,363	165,528	165,528
20-6130	Criminal Justice Planner	FT	A	SS	Anchorage	200	21J	12.0		95,268	0	0	53,975	149,243	149,243
20-6162	Criminal Justice Planner	FT	A	GP	Anchorage	200	21A	12.0		70,212	2,883	0	44,392	117,487	117,487
													<b>Total Salary Costs:</b>	431,523	
													<b>Total COLA:</b>	9,407	
													<b>Total Premium Pay:</b>	0	
													<b>Total Benefits:</b>	270,811	
													<b>Total Pre-Vacancy:</b>	711,741	
													<b>Minus Vacancy Adjustment of 1.45%:</b>	(10,341)	
													<b>Total Post-Vacancy:</b>	701,400	
													<b>Plus Lump Sum Premium Pay:</b>	0	
													<b>Personal Services Line 100:</b>	701,400	

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1004 General Fund Receipts	711,741	701,400	100.00%
<b>Total PCN Funding:</b>	<b>711,741</b>	<b>701,400</b>	<b>100.00%</b>

Note: If a position is split, an asterisk (\*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (\*\*) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

**Line Item Detail (1676)**  
**Department of Corrections**  
**Travel**

**Component:** Research and Records (2758)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
2000	Travel		1.0	0.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>2000 Travel Detail Totals</b>			<b>1.0</b>	<b>0.0</b>
2000	In-State Employee Travel		1.0	0.0



**Line Item Detail (1676)**  
**Department of Corrections**  
**Services**

**Component:** Research and Records (2758)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
3000	Services		299.3	16.8
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>3000 Services Detail Totals</b>			<b>299.3</b>	<b>16.8</b>
3002	Legal and Judicial Services	Transcription or recording services, i.e., case transcription or recording from one media into another.	131.5	1.2
3003	Information Technology	Imaging software maintenance/licensing.	10.2	1.0
3004	Telecommunications	Local and long distance telephone services and other related miscellaneous communication charges.	0.4	0.4
3006	Delivery Services	Freight costs, delivery and express services, postage, messenger services, etc.	13.9	1.0
3008	Utilities	Public utility services for heat, water, sewage, electricity, and waste disposal.	3.9	1.0
3009	Structure/Infrastructure/Land	Room and office leases, inspections, janitorial services, snow removal, other repairs and maintenance.	15.5	1.0
3010	Equipment/Machinery	Minor repairs and rentals of office equipment not covered by maintenance or lease agreements.	0.9	0.9
3011	Other Services	Other professional services contracts, e.g., construction consulting services, training, safety, graphics.	0.2	0.2
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer service charges.	4.8	3.0

**Line Item Detail (1676)**  
**Department of Corrections**  
**Services**

**Component:** Research and Records (2758)

Object Class		Servicing Agency	Explanation	FY2018 Actuals	FY2019 Management Plan
<b>3000 Services Detail Totals</b>				<b>299.3</b>	<b>16.8</b>
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunication service charges.	6.7	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Human Resource service charges.	4.0	2.0
3023	Inter-Agency Building Leases	Admin - Department-wide	Office lease space charges.	106.4	2.0
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management service charges.	0.4	0.3
3027	Inter-Agency Financial	Admin - Department-wide	Integrated Resource Information System (IRIS) Financial, IRIS Human Resource Management (HRM)/Payroll, ALaska Data Enterprise Reporting (ALDER) charges.	0.3	0.3
3037	State Equipment Fleet	Trans - Department-wide	State Equipment Fleet (SEF) charges.	0.2	0.5

**Line Item Detail (1676)**  
**Department of Corrections**  
**Commodities**

**Component:** Research and Records (2758)

<b>Line Number</b>	<b>Line Name</b>		<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
4000	Commodities		30.6	5.0
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>
<b>4000 Commodities Detail Totals</b>			<b>30.6</b>	<b>5.0</b>
4000	Business	Consumable office supplies, duplicating, data processing supplies; i.e., paper forms, printer and toner cartridges, and other related supplies.	30.6	5.0

**Inter-Agency Services (1682)**  
**Department of Corrections**

**Component:** Research and Records (2758)

				FY2018 Actuals	FY2019 Management Plan
<b>Component Totals</b>				<b>122.8</b>	<b>10.1</b>
With Department of Administration				122.6	9.6
With Department of Transportation/Public Facilities				0.2	0.5
<b>Object Class</b>	<b>Servicing Agency</b>	<b>Explanation</b>	<b>FY2018 Actuals</b>	<b>FY2019 Management Plan</b>	
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer service charges.	4.8	3.0
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunication service charges.	6.7	2.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Human Resource service charges.	4.0	2.0
3023	Inter-Agency Building Leases	Admin - Department-wide	Office lease space charges.	106.4	2.0
3026	Inter-Agency Insurance	Admin - Department-wide	Risk Management service charges.	0.4	0.3
3027	Inter-Agency Financial	Admin - Department-wide	Integrated Resource Information System (IRIS) Financial, IRIS Human Resource Management (HRM)/Payroll, ALaska Data Enterprise Reporting (ALDER) charges.	0.3	0.3
3037	State Equipment Fleet	Trans - Department-wide	State Equipment Fleet (SEF) charges.	0.2	0.5